

Courses for MSHA and the Mining Industry



U.S. Department of Labor
Mine Safety and Health Administration
National Mine Health and Safety Academy

FY 1998



Dedicated to the Health and Safety
of the Nation's Miners

Courses for MSHA and the Mining Industry



U.S. Department of Labor
Alexis M. Herman
Secretary

Mine Safety and Health Administration
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FY 1998

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INTRODUCTION

Protecting those who work in our Nation's mines requires an awareness and understanding of the conditions which endanger their health and safety.

This problem was recognized as early as 1865 when a proposal for a Federal mining bureau was submitted to Congress. But it was not until 45 years later that a series of mine explosions led to passage of the Organic Act of 1910. That Act created the Bureau of Mines.

Laws passed over the next six decades enlarged the scope of legislation aimed at reducing mining hazards. The National Mine Health and Safety Academy, at Beckley, West Virginia, evolved from those laws.

Dedicated in 1976, the present Academy complex houses the largest educational institution in the world devoted solely to health and safety in mining. The Academy serves as the central training facility for federal mine inspectors and mine safety professionals from other government agencies, the mining industry, and labor.

Academy staff provides classroom instruction and produces videotapes, slide presentations, publications, and other training materials. These classes and materials cover safety and inspection procedures, accident prevention, investigations, industrial hygiene, mine emergency procedures, mining technology, management, and many other subjects. All of these items are designed with one central theme in mind—to promote and enhance the health and safety of those who work in our Nation's mines.

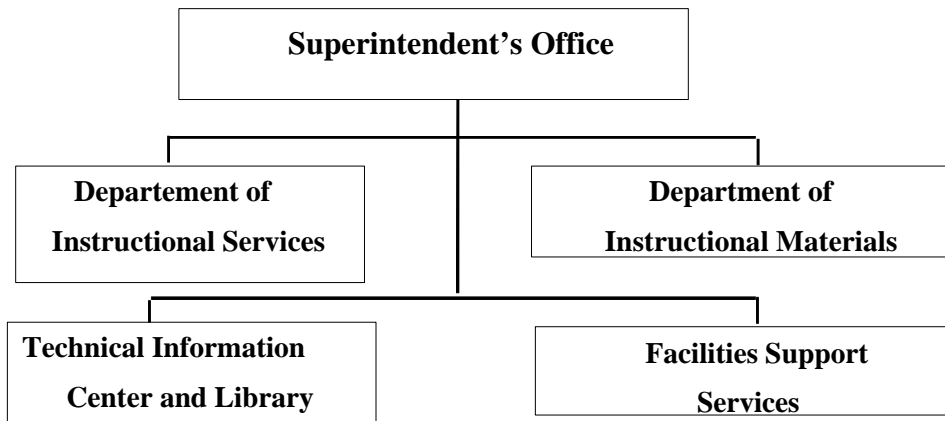
GENERAL ACADEMY INFORMATION

PURPOSE:

The primary purpose of the Academy is to design, develop and conduct instructional programs which will assist in government, industry, and labor efforts to reduce accidents and health hazards in the mineral industries.

ORGANIZATION:

The Academy has five major organizational units as noted below:



- The **Superintendent** is responsible for the immediate management and operation of the Academy. The Superintendent is aided by the Deputy Superintendent and the Chairpersons of two academic units – the Department of Instructional Services and the Department of Instructional Materials – as well as a Facilities Support Manager and the Technical Information Center Librarian.
- The **Department of Instructional Services** is responsible for the training of coal and metal/nonmetal inspectors and selected government and industry personnel interested in mine health and safety. The department is also responsible for the development

and publication of resident courses used in the training of MSHA personnel and for planning, developing, revising, and evaluating publications for MSHA and the mining industry.

- The **Department of Instructional Materials** provides educational/training support to MSHA and the mining industry by researching and developing videotapes, slides, tapes and graphic materials. Existing materials are also revised to reflect new developments and changes in mining technology and health and safety standards. The Department is also responsible for printing, storage and distribution of Academy training materials.
- **Facilities Support Services** is responsible for administrative support to the academic programs, including student services, facilities scheduling, student record keeping, physical plant maintenance, budget and procurement, property management, wellness, and contract administration.
- The **Technical Information Center and Library** maintains books, magazines, newspapers, reports, audiovisual materials, and other information related to mine health and safety. The Library now provides to both the national and international mining communities immediate and easy access to information or information sources that can improve the safety and health of miners world-wide.

STUDENT LIFE:

- **Residence Hall** – Persons staying at the Academy may have their spouses and immediate family as guests provided all appropriate fees are paid upon arrival. Advance reservations are required. Each of the residence hall rooms is equipped with telephone, cable TV, beds, chairs, desks, desk lamps, dressers, shower and lavatory. Linens are furnished by the Academy. Cleaning service is provided, but occupants are responsible for the general upkeep of their rooms and are liable for any damage or lost linen.

- **Other Accommodations** – For anyone who would like accommodations outside the Academy, a number of motels and some apartment units are available for rent in the Beckley area. For information regarding living accommodations in the community, contact the Academy Student Services Branch.
- **Wellness Facilities** –The Academy has available a wide variety of wellness and athletic facilities, including a gymnasium, tennis courts, racquetball court, a swimming pool and an athletic field. Participants in Academy programs should bring appropriate clothing. In the Beckley area, state parks and other public and private facilities offer a variety of recreational opportunities.
- **Food Service** – The Academy's food services will be closed until possibly the spring of 1998 for extensive remodeling. During the renovation, coffee and tea service will be provided in the food services area and all vending machines will remain. During the remodeling, students will be allowed to stay at the Academy and travel to area restaurants for their meals. Transportation to local restaurants may be arranged for those students who need it. MSHA and other Federal Government students will be allowed per diem during their stay at the Academy.
- **Mail Service** – The student mail facilities are located in the Residence Hall at the registration desk.
- **Vehicles** – Students are required to register vehicles with the guard at the main entrance to the Academy grounds. A parking permit for display on the vehicle constitutes a permit to park in a designated parking area.

ACADEMIC LIFE:

- **Units of Credit** – Students completing Academy programs receive Continuing Education Units (CEUs). One CEU is ten contact hours of participation in an educational experience. Moreover, some Academy courses have been reviewed by the American Council on Education (ACE). The ACE credit recommendations are published in the National Guide to Educational Credit for Training Programs, and made available to colleges and universities. Credit recommendations are intended to simplify obtaining credit by persons who have successfully completed noncollegiate sponsored courses and who wish to enroll as full-time students in degree programs. In this catalog, an asterisk (*) after a course title indicates that the course has been recommended for credit by the American Council on Education.

Although the Academy does not grant degrees, accumulated CEUs and ACE recommended credits may be converted into hours of credit at other educational institutions.

- **Admissions** – Federal employees should initiate training requests through appropriate channels in their agency to ensure training is authorized and becomes part of their official record. DOL employees should file a DL-101 Form. Other (non-Federal) students are also admitted to many Academy programs. Students may obtain information or enroll by submitting the enrollment form in the back of this catalog, or by contacting:

National Mine Health and Safety Academy
Student Services Branch
P. O. Box 1166
Beckley, WV 25802-1166

TELEPHONE: (304) 256-3252
FAX: (304) 256-3251
E-MAIL: lelswick@msha.gov

- **Confirmation of Enrollment** – Prospective students who wish confirmation that a scheduled class will be held should call the Academy's Student Services Branch at (304) 256--3252. The Academy will notify registered students when a scheduled class is cancelled or rescheduled.
- **Attendance** – Unless otherwise designated, resident classes begin at 8:00 a.m. and end at 4:00 p.m. Absences from class are approved for reasons such as personal illness or death in a student's immediate family. Students should notify their supervisor and instructors, and make up work assigned during periods of excused absence.
- **Certificates of Completion** – Students who satisfy the Academy criteria for successful completion of any course of study receive a Certificate of Completion documenting course title, date, CEUs, and, if applicable, ACE recom-- mended credits.
- **Grades** – A “letter” grading system is used for entry level and intermediate level (coal and metal/nonmetal) courses of study pursued through the Department of Instructional Services. Examinations are given in these classes, grades are recorded, and students are kept informed of their progress through periodic grade reports.
- **Withdrawals** – Students may withdraw from Academy programs, without penalty, for injury or other extenuating circumstances. Students who withdraw receive no academic credit (CEUs) for the courses of study in which they were enrolled.
- **Transcripts** – Students may request, in writing, a copy of their academic record. Each request must include the student's full name and social security number. Requests for transcripts should be directed to:

National Mine Health and Safety Academy
 Student Services Branch
 P. O. Box 1166
 Beckley, WV 25802--1166
 FAX: (304) 256--3251

FEES AND BILLING:

These fees are reviewed periodically and therefore are subject to change.

- **Lodging** – All persons in residence at the Academy, except MSHA personnel, other personnel performing a direct service for MSHA, and persons attending under a program supported through an MSHA State Grant, will be charged for lodging. The lodging fee is \$36.00 per person per day for single room and \$48.00 per day for double room (\$24.00 per person). Lodging fees are due upon arrival by check, money order, or VISA/Mastercard payable to MSHA Finance. Please note that (1) **CASH CANNOT BE ACCEPTED**, and (2) billing is possible for ten or more students on request by letter to the Academy Student Services Branch.
- **Food Service** – The Academy's food services will be closed until possibly the spring of 1998 for extensive remodeling. During the renovation, coffee and tea service will be provided in the food services area and all vending machines will remain. During the remodeling, students will be allowed to stay at the Academy and travel to area restaurants for their meals. Transportation to local restaurants may be arranged for those students who need it. MSHA and other Federal Government students will be allowed per diem during their stay at the Academy.
- **Tuition** – All persons attending Academy courses, except employees of Federal, State or local governments, and persons attending a program supported through an MSHA State Grant, will be charged tuition. The amount indicated by the course announcement is due upon arrival by (individual) check, money order, or credit card (VISA/ Mastercard) payable to MSHA Finance. Please note that (1) **CASH CANNOT BE ACCEPTED**, and (2) billing is possible for ten or more students on request by letter to the Academy Student Services Branch. If tuition is submitted in advance, written notification of withdrawal to the Academy Student Services Branch is required to process a full refund.

PHYSICAL FACILITIES:

The Academy complex includes classrooms and laboratories accommodating 600 students, Residence Hall space for 320 people (double occupancy), a food services area, a Technical Information Center and Library, an auditorium, and a gymnasium and other wellness facilities.

The campus complex consists of 8 buildings as described below:

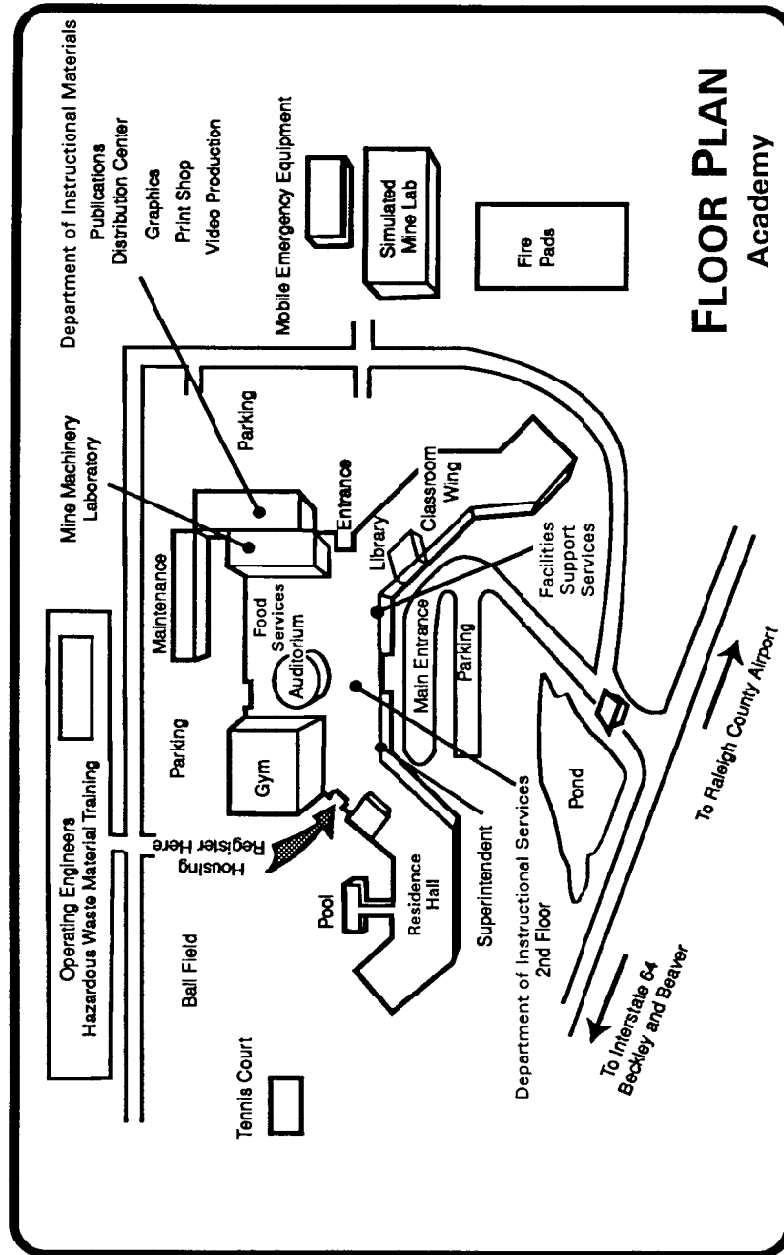
- The **Classroom Building** includes thirteen classrooms and ten laboratories. An Academy class day is from 8:00 a.m. to 4:00 p.m. All other day classes must end by 5:00 p.m., unless prearranged at the time the program is scheduled.

The Technical Information Center and Library (TICL) is also located in the Classroom Building of the Academy. The TICL's collection of research and study materials includes periodicals, documents, books, maps, technical reports, and audiovisuals covering the areas of health and safety, mining engineering, interpersonal communications, management, and other subjects pertinent to the Academy's mission.

- The **Residence Hall** is constructed on four levels and has 160 units.
- The **Administration Building**, a two--story structure, houses administrative and faculty offices, the auditorium, a snack bar, a student store, and a food services area.
- The **Mine Machinery Laboratory Building**, which adjoins the Classroom Building, is equipped with a full power panel to operate all heavy mine equipment and various other electrical test panels to be used in student instruction.
- The **Mine Simulation Laboratory** is a two--story building. The lower level consists of a staging area, rooms and pillars, and a mine fan to simulate a coal mine. The upper level has tunnels to

simulate metal/nonmetal mining. The outside fire pit area is used to provide “hands-on” experience in extinguishing fires.

- The **Gymnasium** is a modern fully--equipped facility suitable for wellness training as well as leisure time enjoyment.
- The **Maintenance and Equipment Building** is used for maintenance of Academy equipment and temporarily includes two fans for a ventilation lab.
- The **Publications Distribution Center** houses the print shop and publications distribution center, as well as the Academy supply facilities. The Department of Instructional Materials offices are located in this building.



TRAVEL TO THE ACADEMY

Located on a plateau in southern West Virginia, the Academy blends into its Appalachian mountain setting. Scenic vistas greet travelers to the Academy, and students experience a stimulating environment.

Several options are available to travelers:

By Air



Commercial airlines serve the Raleigh County Memorial Airport – located 1 mile from the Academy in Beckley, West Virginia. Free transportation is furnished to the Academy – call from the courtesy phone in the lobby.

Commercial airlines serve the Yeager Airport – located 65 miles north of the Academy in Charleston, West Virginia, and the Greenbrier Valley Airport – located 47 miles east of the Academy in Lewisburg, West Virginia. Rental vehicles and commercial transportation are available at both locations.

By Train



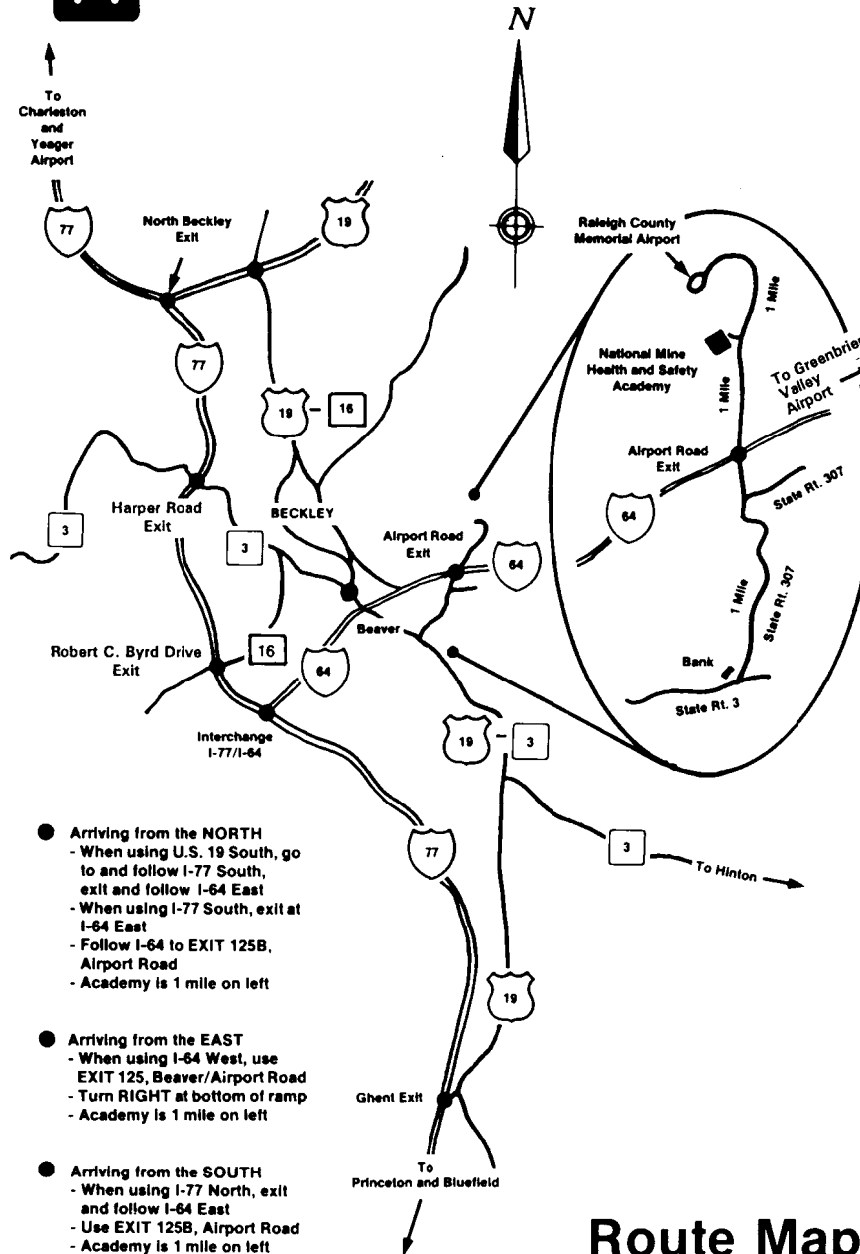
AMTRAK provides tri-weekly service to and from Prince, West Virginia – located 16 miles from the Academy. Commercial transportation meets all trains.

By Bus



Daily Greyhound service is available to and from Beckley – station is located 8 miles from the Academy in downtown Beckley. Commercial transportation is available.

By Car



TRAINING COURSES

The National Mine Health and Safety Academy develops and presents courses of study which cover a wide spectrum of mine health and safety subjects. These courses of study address training needs of government and industry personnel as well as others concerned with the health and safety of our Nation's miners.

The courses described on the following pages are scheduled or can be scheduled during the coming year. Additional courses can be scheduled to meet specific needs if demand is sufficient.

COAL INSPECTION COURSES Advanced Journeyman

The courses described in this section are designed for journeyman coal mine inspectors and Federal, state, mining industry, and labor organization personnel.

Course dates are given at the bottom of the course description.

?? Questions??

If you need more information about contents of a course, contact the technical coordinator for that course at (304) 256-3100 or Jan Keaton at (304) 256--3234.

Linda Elswick

To Enroll Contact :

Student Services Branch
National Mine Health and Safety Academy
P. O. Box 1166
Beckley, West Virginia 25802--1166

TELEPHONE: (304) 256--3252

FAX: (304) 256--3251

E--MAIL: lelswick@msha.gov

COAL



This seminar covers various high priority topics currently relevant to mine health and safety and inspection. This year, topics will include issues related to:

- ◆ Respirable Dust
- ◆ Noise
- ◆ Diesel
- ◆ Ventilation
- ◆ Surface Haulage
- ◆ Roof Control
- ◆ Mine Electricity

Technical Coordinators: John J. Rosiek, Jr.
Harold E. Newcomb

Course Length: 3 days

Tuition: \$192.00

When enrolling for this seminar, please indicate the three (3) topics you are most interested in. You will be notified when dates are scheduled.

BASIC SPECIAL INVESTIGATION

This 3--week course will provide new Special Investigators with skills, knowledge and abilities to conduct independent investigations under Sections 105(c) and 110 of the Mine Act, and to perform other functions of the Office of Technical Compliance and Investigations.

Contents:

- ◆ 105(c) Discrimination
- ◆ 105(c) Complaint Processing
- ◆ Roles of Involved Personnel in 105(c) Cases
- ◆ 110 Processing in Civil and Criminal Contexts
- ◆ Roles of Involved Personnel in 110 Cases
- ◆ Principles of Investigations
- ◆ Interview Techniques
- ◆ Fact--Finding and Analyzing Results
- ◆ Preparing Investigative Memoranda
- ◆ Myers--Briggs Type Inventory

Technical Coordinator: Sharon T. Casto

Course Length: 3 weeks

Tuition: None -- MSHA employees only

Dates: February 24--March 12, 1998

BLASTING (SURFACE)



This course discusses the characteristics and safe use of explosives and blasting agents.

Contents:

- ◆ Transportation and Storage of Explosives and Blasting Agents
- ◆ Detonation Units
- ◆ Electric and Nonelectric Blasting Operations
- ◆ Safe Blasting Principles (work procedures, misfires, and blast plans)

Technical Coordinator: Wayne L. Lively
Course Length: 3 Days
Tuition: \$192.00
Dates: May 12--14, 1998



BLEEDER AND GOB VENTILATION SYSTEMS



This course applies to underground coal mining and is primarily of interest to ventilation specialists, safety inspectors, and supervisors. The goal of the course is to enhance the knowledge and skills of government and coal industry personnel in establishing and maintaining safe and effective bleeder systems.

Contents:

- ◆ Review of Mine Ventilation Principles
- ◆ Bleeder System Design
- ◆ Bleeder System Approvals
- ◆ Inspection and Examination
- ◆ Evaluation of Bleeder System Performance
- ◆ Illustrations of Bleeder Systems
- ◆ Case Studies

Technical Coordinator: Clyde Proffitt
Course Length: 3 days
Tuition: \$192.00
Dates: February 3--5, 1998
May 5--7, 1998
August 4--6, 1998

COAL MINE DUST AND NOISE CONTROL



This course provides the participant with knowledge of the state-of-the-art methods of respirable coal mine dust and noise control in the mining industry. Specialists from MSHA Technical Support and the National Institute of Occupational Safety and Health (NIOSH) will be guest instructors.

Contents:

- ◆ Characteristics of Respirable Coal Mine Dust
- ◆ New Respirable Dust Measuring Devices
- ◆ Dust Control on
 - ⇒ Conventional Sections
 - ⇒ Continuous Miner Sections
 - ⇒ Longwall Sections
 - ⇒ Roof Bolting Machines
 - ⇒ Nonface Areas Underground
 - ⇒ Surface Mines and Surface Areas of Underground Mines
- ◆ New Research Developments
- ◆ Noise Survey and Source Diagnosis
- ◆ Acoustic Materials
- ◆ Retrofit of Noise Control Devices on Equipment
- ◆ Noise Control on New Equipment
- ◆ Vibration Suppression
- ◆ New Research Developments

Technical Coordinator: Teresa Caruthers

Course Length: 3 Days

Tuition: \$192.00

Dates: June 2--4, 1998

FIRE SAFETY FOR INSPECTORS



This newly developed course will enhance the inspector's ability to recognize and inspect firefighting equipment and apparatus. The course consists of classroom instruction and exercises in the Mine Simulation Laboratory and at the burn pads. The student will learn about firefighting equipment, agents, self-contained breathing apparatus, protective clothing, and other points of interest. This course will also provide the inspector with background information in firefighting techniques.

Contents:

- ◆ Reviewing Firefighting and Evacuation Plan Adequacy
- ◆ Conducting Onsite Mine Audits for Firefighting Capabilities and Needs
- ◆ Overseeing Actual Firefighting and Adequately Judging that the Firefighting is Safe

NOTE: Students need to be prepared for strenuous activities that could soil/dirty clothes. Students will be responsible for bringing to class two layers of clothing, safety glasses, safety shoes, miner's cap, and belt.

Technical Coordinator: Clifford F. Lindsay
Course Length: 3 Days
Tuition: \$192.00
Dates: April 14--16, 1998
July 28--30, 1998

HAULAGE (SURFACE)



Powered haulage accidents have been the highest category of fatal accidents for several years at surface mines. This course teaches how to recognize the haulage hazards that exist at surface mines. This course is taught by former surface mine inspectors and engineers with extensive knowledge of surface haulage equipment and safety practices.

Contents:

- ◆ Compliance Determination of 30 CFR Part 77.400 and 77.600
- ◆ Inspection Procedures for Surface Mining Equipment
- ◆ Use of Signs and Traffic Control on Mine Property
- ◆ Haul Road Design
- ◆ Brake Systems
- ◆ New Technology Discriminating Warning Devices (back-up alarms)
- ◆ Roll-Over Protective Structures (ROPS)
- ◆ Falling Object Protective Structures (FOPS)
- ◆ Tire and Rim Safety
- ◆ Overview of Fatal Accidents

Technical Coordinator: Bruce E. Dial
Course Length: 3 Days
Tuition: \$192.00
Dates: May 19--21, 1998
July 21--23, 1998

INDUSTRIAL HYGIENE



This course will enable the health and safety inspectors to anticipate, recognize, and effectively assess health hazards, other than dust and noise, in coal mines and related areas. When laboratory exercises are conducted, sampling procedures and techniques for some common health hazards that may be encountered during inspections will be covered. Other health hazard sampling procedures and techniques, as well as health effects – respiratory, dermatology, carcinogens – will also be discussed.

Contents:

- ◆ Industrial Hygiene Terminology
- ◆ Toxicology
- ◆ Solvents
- ◆ Asbestos
- ◆ Radiation (gamma, ultraviolet)
- ◆ Sampling Methods
- ◆ Methods of Control
- ◆ Contaminants That Have Been Detected at Mine Sites

Technical Coordinator: Teresa Caruthers

Course Length: 3 days

Tuition: \$192.00

Dates: June 23--25, 1998

LONGWALL SAFETY



The percent of total underground coal production mined by longwalls is increasing each year. This course covers accepted safe longwall mining practices. It was developed to assist in the inspection and maintenance of longwalls.

Contents:

- ◆ Trends
- ◆ History
- ◆ Parts of a Longwall (shearer, pans, stage loader, drives, etc.)
- ◆ Shields (parts and controls)
- ◆ Strata Control (above the longwall)
- ◆ Hydraulics
- ◆ Longwall Moves
- ◆ Special Roof Control Products for Longwalls
- ◆ Ventilation (section, gob, bleeder, bleeder fans)
- ◆ Basic Longwall Electrical Systems
- ◆ CO Monitors
- ◆ Degasification
- ◆ Respirable Dust Control
- ◆ Review of Fatals
- ◆ Inspection Procedures

Technical Coordinator: Joseph P. Fama
Course Length: 3 Days
Tuition: \$192.00
Dates: June 2--4, 1998

MINE ACCIDENT INVESTIGATION AND REPORTING

This course is suitable for MSHA Coal and Metal/Nonmetal Accident Investigators. Course content reviews basic guidelines, procedures and techniques used to prepare to investigate and report on accidents and other incidents involving health and safety in the mining industry.

Classroom activities and discussions cover reasons for accident investigations, the investigative process, data collection, accident reconstruction, proper analysis for corrective actions, and completion of investigative reports following relevant MSHA guidelines and policies. At the conclusion of the class, in a practical exercise, students conduct a simulated accident investigation and prepare a report.

Contents:

- ◆ Overview of Accident Investigation
- ◆ Pre-Investigation Activities
- ◆ Accident Reconstruction
- ◆ Photography/Sketching
- ◆ Interviewing Techniques
- ◆ Data Collection and Evaluation
- ◆ Developing Conclusions and Recommendations
- ◆ Report Writing

Technical Coordinator: Kenneth M. Scott

Course Length: 8 Days

Tuition: \$512.00

Dates: March 3--12, 1998

May 12--21, 1998

July 21--30, 1998



MINE EMERGENCY PROCEDURES



This course deals with emergency events in mines, including explosions, fires, inundations, etc., and the procedures that follow them. Demonstrations will include team procedures in the Mine Simulation Laboratory and a mini--mock disaster.

Contents:

- ◆ Terminology
- ◆ Historical Background
- ◆ Mine Gases and Detection Devices
- ◆ Oxygen Breathing Apparatus
- ◆ Mine Rescue Teams and Tactical Procedures
- ◆ Strategy and the Overall Management of Mine Emergencies

Technical Coordinator: David L. Friley
Course Length: 3 Days
Tuition: \$192.00
Dates: October 21--23, 1997
January 6--8, 1998
April 14--16, 1998
July 14--16, 1998



RESPIRABLE DUST AND SILICA SAMPLING AND CONTROL



This course includes ventilation plan case studies and intensive hands-on exercises focusing on dust control plan evaluation, and quantitative measurement and analysis of control parameters.

Contents:

- ◆ Respirable Dust and Silica: Health Hazards and Sources
- ◆ Compliance with 30 CFR and MSHA Policy
- ◆ Non-compliance -- A History of Violations
- ◆ Respirable Dust Sampling Equipment
- ◆ Conducting Respirable Dust Inspections: Operator and MSHA Sampling
- ◆ Documentation: The Importance of Good Records
- ◆ An Introduction to Dust Control
- ◆ Face Ventilation Systems and Equipment and Ventilation Measurements
- ◆ Water Systems: Measuring Flows and Pressures
- ◆ Respiratory Protection Programs and ANSI Standards
- ◆ Operator Programs: Dust and Ventilation Control Plans, On-Shift Examination and Training Plans
- ◆ Field Sampling Day(s)
- ◆ Evaluation of Control Programs

NOTE: As indicated below, this course will also be offered one time as an eight day course.

Technical Coordinator: Teresa Caruthers

Course Length: 3 days

Tuition: \$192.00

Dates: March 10--12, 1998
June 9--11, 1998

Course Length: 8 days

Tuition: \$512.00

Dates: August 4--13, 1998



ROOF CONTROL SEMINAR FOR INSPECTORS

This seminar is designed to update the inspector's knowledge on regulations and the new roof control products available. These subjects will be incorporated with the topic of safe mining practices to help reduce fall fatalities. Presentations will be given by manufacturers, NIOSH and MSHA Tech Support, inspectors and headquarters staff.

Contents:

- ◆ Mobile Roof Supports
- ◆ Cable Bolts
- ◆ New Roof Bolting Products
- ◆ Supplemental Supports (Wood)
- ◆ Polyurethane
- ◆ New ASTM Specs
- ◆ ATRS/Canopies
- ◆ Other Topics

Technical Coordinator: Joseph Fama
Course Length: 3 days
Tuition: \$192.00
Dates: November 18--20, 1997
February 3--5, 1998
May 5--7, 1998
June 23--25, 1998

THERMAL DRYERS

Thermal dryers are required to be a part of the inspection cycle. This course covers the major safety features and the fire and explosion hazards associated with different positive pressure and negative pressure thermal dryers. The dryers that will be discussed in this course are: Dorr--Oliver; Heyl & Patterson; and FMC/Link Belt. The course will be taught by a West Virginia State Mine Inspector who is recognized as an expert on the subject of thermal dryers.

Contents:

- ◆ Location
- ◆ Component Parts
- ◆ Function
- ◆ Major Hazards

Technical Coordinator: Wayne Lively
Course Length: 3 Days
Tuition: \$192.00
Dates: May 19--21, 1998

COAL INSPECTION COURSES NEW INSPECTOR (ENTRY LEVEL) TRAINING

The programs described in this section are designed for entry level mine inspectors. However, they may be attended by Federal, state, mining industry and labor organization personnel.

Training dates are given with each module.

Need More Info?

Jan Keaton
Department of Instructional Services
National Mine Health and Safety Academy
P. O. Box 1166
Beckley, West Virginia 25802-1166

TELEPHONE: (304) 256--3234
FAX: (304) 256--3247
E--MAIL: jkeaton@msha.gov

COAL CURRICULUM (MODULES I--VII)

The following chart shows the required core courses for new inspectors.

Wellness Training is scheduled daily for each module.

MODULE I

Orientation (including library)	Introduction to Laptop Computers,
Professionalism Training for	Windows, WordPerfect,
Mine Inspectors	Troubleshooting
Interpersonal Communication	Law, Regulation, Policy (Introduc--
Ethics	tion to computer references)
Math Review and Testing	Effective Citation Writing (English)

MODULE II

Training Programs and Require--	Part 50 Reporting Requirements
ments (Part 48)	Fire Protection
Independent Contractors Enforce--	Citations and Orders/Notetaking
ment Requirements (Part 45)	Computer Citation Program
Inspection Procedures	

MODULE III

Respirable Dust, Sampling, Cali--	Gas Detecting Devices
bration and Maintenance	Surface Installations
Certification	Surface Loading and Haulage
Noise	Ground Control
Miscellaneous Health Standards	

MODULE IV

Mine Electricity I	Blasting and Explosives
Refuse Piles/Impoundments	Miscellaneous Safety Standards
Mine Maps/Ventilation I	

MODULE V

Hoisting	Mine--Wide Monitoring
Mine Electricity II	Roof Control I
Electrical Permissibility	Underground Haulage
Diesel Permissibility	

MODULE VI

Repeat Violation Reduction	Combustible Material and Rock
Program (RVRP)	Dusting
Ventilation II	Roof Control II
Longwall	

MODULE VII

Mine Emergencies: Prevention	Applied Communication
and Operations	Techniques
Introduction to Special Investi--	Conference Resolution and
gations	Litigation/Courtroom Procedures
Simulated Inspection	GRADUATION

NEW INSPECTOR (ENTRY LEVEL) TRAINING -- COAL

MODULE IV

October 21 -- November 6, 1997

Blasting and Explosives
Miscellaneous Safety Standards
Refuse Piles/Impoundments
Mine Electricity I
Mine Maps/Ventilation I

MODULE V

December 2 -- 18, 1997

Hoisting
Electrical Permissibility
Roof Control I
Underground Haulage
Mine Electricity II
Mine--Wide Monitoring
Diesel Permissibility

MODULE VI

February 24 -- March 12, 1998

Roof Control II
Repeat Violation Reduction Program (RVRP)
Ventilation II
Combustible Material and Rock Dusting
Longwall

MODULE VII
April 28 -- May 14, 1998

Mine Emergencies: Prevention and Operations
Introduction to Special Investigations
Applied Communication Techniques
Simulated Inspection
Conference Resolution and Litigation/
Courtroom Procedures
Graduation

METAL/NONMETAL INSPECTION COURSES

Advanced Journeyman

The courses described in this section are designed for journeyman metal and nonmetal mine inspectors and Federal, state, mining industry, and labor organization personnel.

Course dates are given at the bottom of the course description.

??Questions??

If you need more information about contents of a course, contact the technical coordinator for that course at (304) 256--3100 or Jan Keaton at (304) 256--3234.

To Enroll Contact:

**Linda Elswick
Student Services Branch
National Mine Health and Safety Academy
P. O. Box 1166
Beckley, West Virginia 25802--1166**

TELEPHONE: (304) 256--3252

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E--MAIL: lelswick@msha.gov



ADVANCED INSPECTION SEMINAR – METAL/NONMETAL

This seminar covers various high priority topics currently relevant to mine inspection. This year, topics will include issues related to:

- ◆ Ground Control
- ◆ Mine Electricity
- ◆ Surface Haulage
- ◆ Health
- ◆ Noise

Technical Coordinators: John J. Rosiek, Jr.
Harold E. Newcomb

Course Length: 3 days

Tuition: \$192.00

When enrolling for this seminar, please indicate the three (3) topics you are most interested in. You will be notified when dates are scheduled.

BASIC SPECIAL INVESTIGATION

This 3--week course will provide new Special Investigators with skills, knowledge and abilities to conduct independent investigations under Sections 105(c) and 110 of the Mine Act, and to perform other functions of the Office of Technical Compliance and Investigations.

Contents:

- ◆ 105(c) Discrimination
- ◆ 105(c) Complaint Processing
- ◆ Roles of Involved Personnel in 105(c) Cases
- ◆ 110 Processing in Civil and Criminal Contexts
- ◆ Roles of Involved Personnel in 110 Cases
- ◆ Principles of Investigations
- ◆ Interview Techniques
- ◆ Fact--Finding and Analyzing Results
- ◆ Preparing Investigative Memoranda
- ◆ Myers--Briggs Type Inventory

Technical Coordinator: Sharon T. Casto

Course Length: 3 weeks

Tuition: None -- MSHA employees only

Dates: February 24--March 12, 1998



CITATIONS AND ORDERS

This citation and order writing course is designed to enhance the quality of violations being written by Metal and Nonmetal Mine Inspectors and their supervisors. The course stresses how to accurately describe facts and circumstances related to violations of mine health and safety standards. It also focuses on the most recent enforcement guidelines to be applied when documenting various types of violations.

Contents:

- ◆ 104(a) and 104(d) Violations
- ◆ Determination of S&S
- ◆ Unwarrantable Failure Citations and Orders
- ◆ 104(b) Orders of Withdrawal
- ◆ 104(g) Orders of Withdrawal
- ◆ 103(j) and 103(k) Orders of Withdrawal
- ◆ Extending, Modifying, Vacating and Terminating Citations and Orders
- ◆ Operating in Violation of an Order of Withdrawal and 110 Notices
- ◆ Petitions for Modification
- ◆ 107(a) Orders of Withdrawal

NOTE: *This course is offered in conjunction with Inspectors Portable Application for Laptops (IPAL).*

Technical Coordinator: Sharon T. Casto
Course Length: 4 days
Tuition: None -- MSHA Employees Only
Dates: February 2--5, 1998
February 9--12, 1998
March 2--5, 1998
March 9--12, 1998
March 23--26, 1998
March 30 -- April 2, 1998
May 11--14, 1998
May 18--21, 1998
June 8--11, 1998
June 15--18, 1998

ELECTRICAL HAZARDS



This course is designed to provide practical methods and techniques for the identification of electrical hazards and the appropriate enforcement actions to be taken. This course is intended for journeyman inspectors without electrical expertise.

Contents:

- ◆ Grounding
- ◆ Power Distribution Systems
- ◆ Inspection of Electrical Equipment
- ◆ Current Policy
- ◆ Hazard Recognition
- ◆ Citations and Orders
- ◆ Personal Safety

NOTE: This course is not intended for electrical specialists.

Technical Coordinator: Harold E. Newcomb
Course Length: 3 Days
Tuition: \$192.00
Dates: January 6--8, 1998
February 24--26, 1998
April 7--9, 1998

GROUND CONTROL HAZARDS



This course provides techniques for the recognition and correction of ground control hazards.

Contents:

- ◆ Highwalls
- ◆ Surface Structures
- ◆ Compliance Determination
- ◆ Hazard Recognition
- ◆ Underground Support

Technical Coordinator: Bruce E. Dial
Course Length: 3 Days
Tuition: \$192.00
Dates: December 16--18, 1997
April 14--16, 1998
May 12--14, 1998

HAULAGE, TRANSPORTATION, AND MACHINERY HAZARDS



This course emphasizes the recognition of hazards related to powered haulage, transportation equipment, and machinery found on metal/nonmetal mines. This course is taught by former inspectors and engineers.

Offers practical inspection techniques and hazard recognition:

- ◆ Surface and Underground Haulage Equipment
- ◆ Mobile Equipment
- ◆ Conveyor Systems
- ◆ Stationary Machinery
- ◆ Compliance Determination with 30 CFR 56 and 57.9000 and 56 and 57.14000
- ◆ Use of Signs and Traffic Control on Mine Property
- ◆ Haul Road Design
- ◆ Brake Systems
- ◆ New Technology Discriminating Warning Devices (back--up alarms)
- ◆ Roll--Over Protective Structures (ROPS)
- ◆ Falling Object Protective Structures (FOPS)
- ◆ Tire and Rim Safety
- ◆ Overview of Fatal Accidents

Technical Coordinator: Bruce E. Dial
Course Length: 3 Days
Tuition: \$192.00
Dates: December 2--4, 1997
January 27--29, 1998
March 3--5, 1998

HEALTH HAZARDS



Although tailored for metal and nonmetal safety and health inspectors, other federal and state personnel engaged in inspections and enforcement would benefit from this course. Classroom activities and laboratory exercises cover how to recognize and evaluate health hazards and how to determine enforcement responsibilities. Based on hypothetical health hazard situations, students will be required to write the appropriate health citations/orders and will be required to defend their decisions. The final activity will involve a simulated courtroom exercise where the students will role play MSHA and industry personnel litigating these citations/ orders.

Contents:

- ◆ Airborne Contaminants
- ◆ Noise and Other Physical Agents
- ◆ Sampling and Detecting Devices
- ◆ Personal Protective Equipment
- ◆ Confined Spaces
- ◆ Ergonomics
- ◆ Computer Programs -- MNM Health and Tox Files
- ◆ Hazard Controls

NOTE: Metal/Nonmetal inspectors will need to bring their Metal/Nonmetal Health Handbook.

Technical Coordinator: Teresa Caruthers
Course Length: 3 Days
Tuition: \$192.00
Dates: January 13--15, 1998
March 31 -- April 2, 1998
April 14--16, 1998



INSPECTOR'S PORTABLE APPLICATION FOR LAPTOPS (IPAL)

The IPAL course is designed to familiarize the inspector with the laptop computer and its software prior to writing/issuing violations. The course will cover word processing techniques, fundamentals of the Windows' operating environment, troubleshooting, and how to use the computer to reference other resource material stored in the computer.

Contents:

- ◆ Introduction to Windows 3.1
- ◆ Introduction to WordPerfect 6.1
- ◆ Citation/Order Application Program
- ◆ Reference Material (30 CFR, Mine Act, PPM, Policy Letters)
- ◆ Computer Security Awareness
- ◆ Basic Troubleshooting and Maintenance

NOTE: This course is offered in conjunction with Citations and Orders.

Technical Coordinator: Naomi Hughes
Course Length: 4 Days
Tuition: None -- MSHA Employees Only
Dates: January 27--30, 1998
February 3--6, 1998
February 24--27, 1998
March 3--6, 1998
March 17--20, 1998
March 24--27, 1998
May 5--8, 1998
May 12--15, 1998
June 2--5, 1998
June 9--12, 1998

MINE ACCIDENT INVESTIGATION AND REPORTING

This course is suitable for MSHA Coal and Metal/Nonmetal Accident Investigators. Course content reviews basic guidelines, procedures and techniques used to prepare to investigate and report on accidents and other incidents involving health and safety in the mining industry.

Classroom activities and discussions cover reasons for accident investigations, the investigative process, data collection, accident reconstruction, proper analysis for corrective actions, and completion of investigative reports following relevant MSHA guidelines and policies. At the conclusion of the class, in a practical exercise, students conduct a simulated accident investigation and prepare a report.

Contents:

- ◆ Overview of Accident Investigation
- ◆ Pre-Investigation Activities
- ◆ Accident Reconstruction
- ◆ Photography/Sketching
- ◆ Interviewing Techniques
- ◆ Data Collection and Evaluation
- ◆ Developing Conclusions and Recommendations
- ◆ Report Writing

Technical Coordinator: Kenneth M. Scott

Course Length: 8 Days

Tuition: \$512.00

Dates: March 3--12, 1998

May 12--21, 1998

July 21--30, 1998

METAL/NONMETAL INSPECTION COURSES

NEW INSPECTOR (ENTRY LEVEL) TRAINING

The programs described in this section are designed for entry level mine inspectors. However, they may be attended by Federal, state, mining industry and labor organization personnel.

Training dates are given with each module.

Need More Info?

**Jan Keaton
Department of Instructional Services
National Mine Health and Safety Academy
P. O. Box 1166
Beckley, West Virginia 25802--1166**

**TELEPHONE: (304) 256--3234
FAX: (304) 256--3247
E--MAIL: jkeaton@msha.gov**

METAL/NONMETAL CURRICULUM (MODULES I--VI)

The following chart shows the required core courses for new inspectors.

Wellness Training is scheduled daily for each module.

MODULE I

Orientation (including library)	Introduction to Laptop
Ethics	Computers, Windows,
Professionalism Training for	WordPerfect, Troubleshooting
Mine Inspectors	Law, Regulation, Policy
Interpersonal Communication	(Introduction to computer
Math Review and Testing	references)
Personal Protection	Effective Citation Writing (English)

MODULE II

Citations and Orders/Notetaking	Independent Contractors
Computer Citation Program	Enforcement Requirements
Training Programs and Require--	(Part 45)
ments (Part 48)	Safety Programs
Part 50 Training Requirements	Fire Protection
Inspection Procedures	

MODULE III

Industrial Hygiene I	Ground Control
Gas Detecting Devices	Material Storage and Handling
Compressed Air	

MODULE IV

Industrial Hygiene II	Loading and Haulage/
Industrial Ventilation	Material Conveyance Systems

MODULE V

Mine Electricity	Repeat Violation Reduction Program
Drilling and Blasting	(RVRP)
Underground Ventilation	Mine Emergencies/Escapeways
Job Safety Analysis (JSA)	

MODULE VI

Hoisting	Simulated Inspection
Accident Investigation	Conference Resolution and
Introduction to Special	Litigation/Courtroom
Investigations	Procedures
Applied Communication	GRADUATION
Techniques	

NEW INSPECTOR (ENTRY LEVEL) TRAINING -- METAL/NONMETAL

MODULE IV

December 2 -- 18, 1997

**Loading and Haulage/Material Conveyance Systems
Industrial Hygiene II
Industrial Ventilation**

MODULE V

January 27 -- February 12, 1998

**Mine Electricity
Drilling and Blasting
Mine Emergencies/Escapeways
Repeat Violation Reduction Program (RVRP)
Underground Ventilation
Job Safety Analysis (JSA)**

MODULE VI

March 24 -- April 9, 1998

**Hoisting
Applied Communication Techniques
Accident Investigation
Introduction to Special Investigations
Simulated Inspection
Conference Resolution and Litigation/
Courtroom Procedures
Graduation**

COMPUTER TRAINING SCHEDULE

Contents of each computer class are listed followed by a schedule by course dates. All persons attending, except employees of Federal, state or local governments, will be charged a tuition fee of \$192.00 for a three--day class; \$128.00 for a two--day class; and \$64.00 for a one--day class.

Additional information may be obtained by contacting the Course Coordinators, Mac A. Carnes (304) 256--3398 or Naomi A. Hughes (304) 256--3313 or Jan Keaton at (304) 256--3234.

To Enroll Contact:

**Linda Elswick
Student Services Branch
National Mine Health and Safety Academy
P. O. Box 1166
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E--MAIL: lelswick@msha.gov

INTRODUCTION TO MICROSOFT POWERPOINT

This course requires a prior knowledge of computers. This course will allow you to acquire skills in using the basic features of PowerPoint. Information will be presented with a hands-on approach using step-by-step exercises.

Contents:

- ◆ Getting Started with PowerPoint
- ◆ Working with Presentations
- ◆ Creating Presentations
- ◆ Creating Graphs
- ◆ Working with Text
- ◆ Creating Organization Charts
- ◆ Working with Drawings and Clip Art
- ◆ Working with Colors
- ◆ Using Slide Masters and Templates
- ◆ Using Slide Show Transitions and Special Effects
- ◆ Customizing PowerPoint
- ◆ Using Advanced Drawing and Graphic Tools
- ◆ Working with Other Applications
- ◆ Creating and Customizing Slide Shows

Course Length: 3 days

Tuition: \$192.00

Dates: October 7--9, 1997
November 4--6, 1997
March 24--26, 1998

It is suggested that the following two courses be taken together.

INTRODUCTION TO WINDOWS 3.1

This course requires a prior knowledge of computers. Course content covers the basics of the 3.1 version of Windows. Classroom activities include hands--on work in the Computer Laboratory.

Contents:

- ◆ Using the Mouse
- ◆ Opening and Modifying Windows Applications
- ◆ Defining and Working in a Multi--Window Environment
- ◆ Windows Accessories and Applications
 - ⇒ Clock
 - ⇒ Paintbrush
 - ⇒ Calculator
- ◆ Using the Clipboard to Cut and Paste
- ◆ Combining Text and Graphics
- ◆ File Management
- ◆ Understanding the Print Manager
- ◆ Using the Control Panel to Customize Windows

Course Length: 1 Day

Tuition: \$64.00

Dates: January 6, 1998
February 3, 1998
April 7, 1998

INTRODUCTION TO WORDPERFECT 6.1 FOR WINDOWS

This course requires prior knowledge of Windows. Students participate in hands--on activities in the Computer Laboratory to learn basic features and applications of WordPerfect 6.1 for Windows.

Contents:

- ◆ Keyboard and Function Keys
 - ⇒ Menu Bar
 - ⇒ Function Icons
 - ⇒ Formatting
- ◆ Customizing Tool/Power/Status Bars
- ◆ Spell Check/Thesaurus/Grammar Check
- ◆ Page Setups
- ◆ Text Characteristics
- ◆ Block/Copy/Move
- ◆ Printing
- ◆ Headers/Footers

Course Length: 2 Days

Tuition: \$128.00

Dates: January 7--8, 1998
February 4--5, 1998
April 8--9, 1998

ADVANCED WORDPERFECT 6.1 FOR WINDOWS

This course requires a prior knowledge of computers and the WordPerfect for Windows system. Activities include hands-- on work in the Computer Laboratory.

Contents:

- ◆ Merges
- ◆ Tables
- ◆ Columns
- ◆ Macros
- ◆ Charts
- ◆ Graphics
- ◆ Graphic Objects Embedding
- ◆ Importing from Excel or Access
- ◆ Multiple Documents

Course Length: 3 Days

Tuition: \$192.00

Dates: March 10--12, 1998

May 12--14, 1998

June 16--18, 1998

INTRODUCTION TO EXCEL 5.0

This course requires a prior knowledge of computers. Classroom activities include hands--on work in the Computer Laboratory.

Contents:

- ◆ Excel: The Big Picture
- ◆ Spreadsheets
- ◆ Excel and Windows Basics
- ◆ Creating a Worksheet
- ◆ Excel Functions
- ◆ Modifying a Worksheet
- ◆ Enhancing and Annotating Your Worksheet
- ◆ Printing Worksheets

Course Length: 3 Days

Tuition: \$192.00

Dates: January 27--29, 1998

March 31 -- April 2, 1998

September 15--17, 1998

ADVANCED EXCEL 5.0

This course requires a prior knowledge of computers and the Excel system. The class provides an introduction to advanced techniques and applications on the Excel system. Activities include hands--on work in the Computer Laboratory.

Contents:

- ◆ Automating Your Work with Macros
- ◆ Customizing Excel
- ◆ Switching and Customizing Toolbars
- ◆ Customizing Windows
- ◆ Using Excel with Other Programs

Course Length: 3 Days

Tuition: \$192.00

Dates: April 14--16, 1998
July 21--23, 1998

INTRODUCTION TO MICROSOFT ACCESS 2.0

This course requires a prior knowledge of computers. Activities include hands--on work in the Computer Laboratory. Each student will develop a simple database which uses the contents listed below.

Contents:

- ◆ Quick Tour of Access 2.0
- ◆ Database Windows/Toolbars
- ◆ Creating a Database
- ◆ Designing and Using a Table, Table Wizards, Datatypes, Properties, Primary Keys, Working with Data
- ◆ Querying and Sorting Data
- ◆ Fast Forms, Autoforms, Graphs, Reports, Report Wizards, Mailing Labels

Course Length: 3 Days

Tuition: \$192.00

Dates: October 21--23, 1997
February 24--26, 1998
May 19--21, 1998
June 2--4, 1998

INTERMEDIATE MICROSOFT ACCESS 2.0

This course requires a prior knowledge of computers. Activities include hands-on work in the Computer Laboratory. Each student will develop a simple database which uses the contents listed below.

Prerequisites: Introduction to Access 2.0 or working knowledge of contents of the Introduction to Access 2.0 course.

Contents:

- ◆ Relational Databases
- ◆ Reports and Forms on Relational Databases, Mainforms and Subforms
- ◆ Designing Custom Forms
- ◆ Combo Boxes and List Boxes
- ◆ Using the Toolbox
- ◆ Changing Tab Orders in Forms
- ◆ Option Groups
- ◆ Working with Expressions in Forms and Reports

Course Length: 3 Days

Tuition: \$192.00

Dates: November 18--20, 1997
May 5--7, 1998
July 7--9, 1998

ADVANCED MICROSOFT ACCESS 2.0

This course is intended for experienced database users and requires a prior knowledge of Access 2.0. Activities include hands-on work in the Computer Laboratory. Each student will develop a simple database which uses the contents listed below and previous knowledge of Access.

Prerequisites: Introduction to Access 2.0 and Intermediate Access 2.0, or working knowledge of contents of Introduction to Access 2.0 and Intermediate Access 2.0 courses

Contents:

- ◆ Advanced Queries
- ◆ Working with Macros
- ◆ Importing Database Files
- ◆ Linking Graphs to Forms and Reports
- ◆ Linking Objects/Embedding Objects
- ◆ Calculations in Queries, Forms, and Reports
- ◆ Multi-table Mainforms/Subforms
- ◆ Switchboards

Course Length: 3 Days

Tuition: \$192.00

Dates: March 3--5, 1998
August 18--20, 1998
September 22--24, 1998

CERTIFICATION AND QUALIFICATION COURSES

The courses in this section are available to MSHA and industry personnel. Upon successful completion of any of these courses, participants will receive the required MSHA certification for the particular area covered.

??Questions??

If you need more information about contents of a course, contact the technical coordinator for that course at (304) 256--3100 or Jan Keaton at (304) 256--3234.

To Enroll Contact:

**Linda Elswick
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ANNUAL RETRAINING FOR IMPOUNDMENT QUALIFICATION

SCHEDULING
AT WORKSITE
AVAILABLE
UPON REQUEST

Designed to provide industry with a source for annual retraining for impoundment qualification, as required by 30 CFR 77.107-1.

Contents:

- ◆ Review Topics on Impoundment Inspection and Maintenance

Technical Coordinator: Clifford F. Lindsay

Course Length: 4 hours

Tuition: \$37.00

Dates: December 17, 1997

March 18, 1998

September 16, 1998

COAL MINE NOISE SAMPLING QUALIFICATION

Successful completion of this course qualifies the participant to conduct and report the results of noise level and exposure determinations under the current 30 CFR Parts 70 and 71.

Contents:

- ◆ Instruction in the Requirements Governing the Coal Mine Operator's Noise Program
- ◆ Hands--on Instruction in the Calibration and Use of the Sound Level Meter and Noise Dosimeter

Technical Coordinator: Teresa Caruthers

Course Length: 8 Hours

Tuition: \$73.00

Dates: March 17, 1998

June 16, 1998

QUALIFICATION FOR IMPOUNDMENT INSPECTION



Designed to provide industry with a source for the qualification requirement of 30 CFR 77.216-3(g).

Contents:

- ◆ Introductory Training on Visual Recognition of Signs of Structural Instability and on Monitoring Instrumentation

Technical Coordinator: Clifford F. Lindsay
Course Length: 8 hours
Tuition: \$73.00
Dates: November 19, 1997
February 25, 1998
April 8, 1998

RESPIRABLE COAL MINE DUST SAMPLER CALIBRATION/MAINTENANCE CERTIFICATION

Successful completion of this course certifies the participant to calibrate and maintain respirable coal mine dust sampler units under the current 30 CFR Parts 70/71/90 regulations.

Contents:

- ◆ Instruction in the Regulations Governing the Calibration and Maintenance of Respirable Coal Mine Dust Sampling Units
- ◆ Hands--on Instruction in the Assembly and Use of the Calibration Test Deck

Technical Coordinator: Teresa Caruthers
Course Length: 2 Hours
Tuition: \$19.00
Dates: March 18, 1998*
June 17, 1998*

* *This class immediately follows the conclusion of Respirable Coal Mine Dust Sampling Certification class.*

RESPIRABLE COAL MINE DUST SAMPLING CERTIFICATION

Successful completion of this course certifies the participant to collect and submit respirable coal mine dust samples under the current 30 CFR Parts 70/71/90 regulations.

Contents:

- ◆ Instruction in the Regulations Governing the Coal Mine Operator's Respirable Dust Sampling Program
- ◆ Hands--on Instruction in the Assembly, Inspection, and Use of the Sampling Unit

Technical Coordinator: Teresa Caruthers

Course Length: 6 Hours

Tuition: \$55.00

Dates: March 18, 1998
June 17, 1998

GENERAL COURSES FOR MSHA AND INDUSTRY

The Academy courses described in this section are available to MSHA and industry personnel.

?? Questions ??

If you need more information about contents of a course, contact the technical coordinator for that course at (304) 256--3100 or Jan Keaton at (304) 256--3234.

To Enroll Contact:

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Student Services Branch
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E-MAIL: lelswick@msha.gov

ACCIDENT ANALYSIS AND PROBLEM IDENTIFICATION



Since accidents are caused by conditions, practices, or human error, it is necessary to analyze each of these factors to properly identify which caused an accident to occur. Once this analysis is done, the safety professional is in a better position to prevent that type of accident from occurring again. This analysis and identification of specific mining problems will enable the mine inspector, mine manager, and miner to work proactively rather than reactively. This pro-- active environment will be more efficient, practical, and cost effective to the mining industry.

Contents:

- ◆ Analysis of Environmental and Human Barriers in Mine Inspections
- ◆ Analytical Strategies for Developing Accident Reduction and Prevention Recommendations
- ◆ Applications of Mining Industry Accident Data and Safety Inspection Information to Establish Accident Prevention Programs

Technical Coordinator: Phillip J. Cozort, II
Course Length: 3 Days
Tuition: \$192.00
Dates: Scheduled upon request

ACCIDENT PREVENTION TECHNIQUES



This course is designed for safety managers/directors, mine managers, or anyone in the mining industry interested in reducing incidents and accidents. Several proven accident reduction techniques are covered during the three--day class. The course starts with a discussion on the principle of “multiple causation” and the importance of identifying the significant contributing factors in most mining accidents. Accidents/incidents are broken into the three levels of causation with examples of each level discussed. Discussions then focus on the indirect level of causation through a technique of identifying performance problems as either skill or motivational. Unsafe conditions and unsafe work practices are addressed through job safety analysis and job observation. Stress, safety communications and effective safety talks will be covered. The class ends with a health and safety survey which can identify the strengths and weaknesses of a company's health and safety program.

Contents:

- ◆ Accident/Incident Analysis
- ◆ Analyzing Performance Problems
- ◆ Safety Communications/Promotion
- ◆ Developing Effective Safety Talks
- ◆ Managing Stress
- ◆ Job Safety Analysis
- ◆ Job Observation
- ◆ Accident Investigation
- ◆ Mine Safety Program Rating Procedures

Technical Coordinator: Kenneth M. Scott
Course Length: 3 days
Tuition: \$192.00
Dates: April 7--9, 1998
August 25--27, 1998

APPLIED COMMUNICATION TECHNIQUES



Mine inspectors are required to conduct health and safety conferences with the mine operator and representative of the miners to discuss the facts surrounding citations and orders. This course examines different communication skills needed by inspectors to conduct effective conferences.

Contents:

- ◆ Verbal and Nonverbal Communications
- ◆ How to Listen and Give Feedback
- ◆ How to Negotiate for Win--Win
- ◆ How to Deal with Small Group Dynamics
- ◆ How to Conduct Meetings

Technical Coordinator: Sharon T. Casto
Course Length: 3 Days
Tuition: \$192.00
Dates: Scheduled upon request

COAL PREPARATION



Preparation plants are used to prepare quality coal for the marketplace. Coal preparation plant inspection is difficult for inspectors who are not familiar with equipment, safety factors, and inspection requirements. The coal preparation course provides the inspector with a general understanding of equipment, processes, MSHA requirements, hazards, and others.

Contents:

- ◆ Delivery Methods to the Preparation Plant
- ◆ Crushing, Sizing and Washing Processes
- ◆ Dewatering and Drying
- ◆ Storage of Raw and Clean Coal
- ◆ Potential Hazards
- ◆ Inspection of Preparation Plants

Technical Coordinator: Clifford F. Lindsay

Course Length: 3 Days

Tuition: \$192.00

Dates: Scheduled upon request

EFFECTIVE WRITING



It is becoming increasingly important for mine inspectors to effectively express their inspection and investigative findings in written form. The quality of citations/orders, notes and reports has a tremendous impact on the activities following inspections and investigations. This course presents techniques for effective, simple, and logical writing.

Contents:

- ◆ How Correct Grammar Improves Reader Understanding
- ◆ How to Write Effective Sentences
- ◆ The Four Steps of Writing a Report
- ◆ How to Organize and Write an Effective Report

Technical Coordinator: Sharon T. Casto
Course Length: 3 Days
Tuition: \$192.00
Dates: Scheduled upon request

EMPLOYEE HEALTH AND SAFETY PROGRAM



MSHA employees experience one of the highest, if not the highest, accident/incident rates in the Department of Labor. This course was developed to help reverse this trend and reduce the high incidence of injury within MSHA. The course is designed to make employees of MSHA aware of the types of accidents and incidents and suggests possible solutions. MSHA accidents are reviewed through workshop activities and group discussions to determine contributing factors and corrective actions.

Contents:

- ◆ Review of MSHA's Employee Health and Safety Program
- ◆ Review of the Office of Workers Compensation Program (OWCP)
- ◆ Procedures for Proper Reporting of Employee Injuries
- ◆ Reporting Motor Vehicle Accidents and Tort Claims
- ◆ Prevention of Accidents Through Proper Health and Fitness
- ◆ MSHA Office Accidents and Slips, Trips, Falls of Persons, and Struck By/Against Accidents
- ◆ Employee Approach and Responsibility to Safety
- ◆ MSHA's Random Drug Testing Program—Substance Abuse

Technical Coordinator: Phillip J. Cozort, II
Course Length: 3 Days
Tuition: None -- MSHA Employees Only
Dates: Scheduled upon request

EMPLOYEE INVOLVEMENT AND QUALITY IMPROVEMENT THROUGH PARTNERSHIP

The goal of this course is to enable MSHA employees to apply group problem solving and decision making skills to improve (1) the day--to--day quality of the working life of employees, (2) MSHA organizational effectiveness at all levels, and (3) the quality of MSHA products and services. The course will require participants to work on a real MSHA issue and make recommendations concerning that issue.

Contents:

- ◆ Task Focus and Group Process
- ◆ Problem Solving Process and Selected Tools
- ◆ The Role and Responsibility of a Facilitator of a Problem Solving Team
- ◆ Techniques to Enhance Group Process
- ◆ Interest--Based Decision Making
- ◆ Process Mapping

Technical Coordinator: Sharon T. Casto

Course Length: 8 Days

Tuition: None -- MSHA employees only

Dates: February 3--12, 1998
May 12--21, 1998

HOISTING



This course teaches inspectors the basic parts of a personnel--hoisting system. It also concentrates on wire ropes and terminations for these systems. After the basics are covered, the inspector will be shown how to conduct an adequate inspection, recognize hazardous conditions, and write appropriate citations.

Contents:

- ◆ Wire Rope Technology
- ◆ Terminations
- ◆ Removal Criteria According to 30 CFR and the Federal Mine Safety and Health Act of 1977
- ◆ Inspection Procedures
- ◆ Basic Elevators

Technical Coordinator: Joseph P. Fama

Course Length: 3 Days

Tuition: \$192.00

Dates: Scheduled upon request

INSTRUCTOR TRAINING WORKSHOP*



This course is designed to prepare mine trainers in the instructor skills portion of the instructor approval process. **Participants will select a topic given in 30 CFR Part 48, develop a lesson plan for a 15--minute instructional segment, and teach that segment. The presentation will be videotaped for playback and individual review.**

Contents:

- ◆ Principles of Adult Instruction
- ◆ Analyzing Training Needs
- ◆ Developing Objectives
- ◆ Developing Criterion Test Items
- ◆ Outlining the Training Content
- ◆ Determining the Instructional Methods
- ◆ Developing and Using Training Aids
- ◆ Developing a Lesson Plan
- ◆ Using Facilitation Skills
- ◆ Part 48 Training Requirements

Technical Coordinators: Sharon T. Casto
Kenneth M. Scott

Course Length: 3 Days

Tuition: \$192.00

Dates: November 18--20, 1997
January 6--8, 1998
March 17--19, 1998
June 16--18, 1998
September 22--24, 1998

(All dates include one day First Aid Instructor Training)

* This course has been recommended for credit by the American Council on Education (see page 6).

INTRODUCTION TO MINING*



Provides the participant with a general understanding of mining history, development, systems terminology, procedures, methods, and health and safety activities.

Contents:

- ◆ Introduction to Mining
- ◆ History, Geology and Exploration
- ◆ Environmental Factors
- ◆ Surveying and Mapping
- ◆ Mining Methods
- ◆ Hoisting and Haulage
- ◆ Coal Preparation and Mineral Processing
- ◆ Health and Safety Activities

Technical Coordinator: Jerry R. Herndon

Course Length: 3 days

Tuition: \$192.00

Dates: March 10--12, 1998

* This course has been recommended for credit by the American Council on Education (see page 6).

MINE ACCIDENT INVESTIGATION TECHNIQUES



This course is directed towards safety directors, managers, foremen, union safety committeemen, or mining industry (Metal/Nonmetal or Coal) individuals involved in accident investigation. Course content reviews basic guidelines, procedures, and techniques for the preparation and handling of investigations of accidents and other incidents involving health and safety in the mining industry.

Classroom activities and discussions cover reasons for accident investigations, the investigative process, data collection, accident reconstruction, and proper analysis for corrective actions. Hands-on exercises are stressed along with class participation.

Contents:

- ◆ Overview of Accident Investigation
- ◆ Pre--Investigation Activities
- ◆ Accident Reconstruction
- ◆ Photography/Sketching
- ◆ Interviewing Techniques
- ◆ Data Collection and Evaluation
- ◆ Developing Conclusions and Recommendations

Technical Coordinator: Kenneth M. Scott

Course Length: 3 Days

Tuition: \$192.00

Dates: July 7--9, 1998

September 15--17, 1998

MINE BLASTING SAFETY AND APPLICATION SEMINAR

A seminar for company managers, blasting engineers, blasters, State and Federal Mine Inspectors (Coal and Metal/ Nonmetal), and others involved with the planning, design and use of explosives in the mining industry. The most recent blasting techniques, trends and developments will be discussed.

Contents: Topics to be announced

Technical Coordinator: Wayne L. Lively

Course Length: 2 ½ Days

Tuition: None

Dates: January 21--23, 1998



MINE ELEVATOR INSPECTION PROGRAM TRAINING MODULE I



This training module will cover the inspection of mine elevators and the impact on critical elevator components caused by the mine environment. It will enable the student to perform basic mine elevator inspections, focusing on critical safety concerns, including those identified in recent mine elevator accidents. The material will be presented in a comprehensive and practical manner, and will be correlated to the applicable sections of ASME A17. Many visual aids and actual elevator hardware will be used throughout the program. This module is a stand--alone program for elevators used in harsh environments. It also can be used as the first in a series of modules designed to prepare the student for taking the Qualified Elevator Inspector (QEI) certification examination. **NOTE:**

Students should bring the latest version of elevator codes ASME A17.1 & A17.2.1 with them, although they are **not** mandatory.

Technical Coordinator: Harold E. Newcomb

Course Length: 3 days

Tuition: \$192.00

Dates: Scheduled upon request

NATIONAL MINE INSTRUCTORS SEMINAR

This seminar provides opportunities for mine trainers to improve their training programs with new materials and new ideas. The seminar will also include an exhibit of training materials developed by MSHA, state grants recipients, and the mining industry. Small workshops allow participants to interact with workshop leaders and other participants.

Contents:

- ◆ Innovative Instructional Techniques
- ◆ Instructional Technology and Computer Applications
- ◆ Underground Mine Safety (Metal/Nonmetal and Coal Topics)
- ◆ Surface Mine Safety (Metal/Nonmetal and Coal Topics)
- ◆ General Safety
- ◆ Health
- ◆ Ergonomics
- ◆ Supervisory Issues

Technical Coordinator: Jimmy Shumate
Course Length: 3 Days
Tuition: None
Dates: October 14--16, 1997



SPECIAL INVESTIGATIONS - INDUSTRY OVERVIEW



The intent of Congress, as expressed in part by the Senate Conference Report, No. 95-181, was that in order to have a truly effective national mine safety and health program, miners would have to play an active part in the enforcement of the Act. To accomplish this, miners must be encouraged to be active in safety and health matters and be protected against any possible discrimination which they might suffer as a result of their participation. Section 105(c) of the Federal Mine Safety and Health Act prohibits such discrimination. Furthermore, provisions were made under Section 110 of the Act to assess civil and/or criminal penalties against managers and officers or agents of a company who “knowingly” and/or “willfully” violate health and safety standards.

Special Investigations is the process by which MSHA determines if a discrimination action by an employer has taken place and if “knowing” and/or “willful” violations of the Act have been committed.

This course is designed to give individuals in the mining industry a better understanding of the process used by MSHA to investigate employee complaints under Section 105(c) and the procedures for conducting a Section 110 investigation. Mine managers, superintendents, safety directors, foremen and supervisors, and union safety committeemen would benefit from this course.

Contents:

- ◆ Process for Submitting Discrimination Complaints
- ◆ Define Discrimination Acts
- ◆ Procedures for Interviewing Complainants
- ◆ Procedures for Processing Complaints
- ◆ Case Review of Past Discriminations
- ◆ Corrective Actions Available to MSHA
- ◆ Process of Initiating a Section 110 Investigation
- ◆ Building a Case for the Solicitor
- ◆ Interviewing Witnesses
- ◆ Types of Evidence

Technical Coordinator: Kenneth M. Scott
Course Length: 3 days
Tuition: \$192.00
Dates: October 7 -- 9, 1997
April 14--16, 1998

1997-1998

SCHEDULE OF CLASSES

OCTOBER 1997

October 6--10, 1997

Introduction to Microsoft PowerPoint (10/7--9/97)
Special Investigations -- Industry Overview (10/7--9/97)

October 13--17, 1997

National Mine Instructors Seminar (10/14--16/97)

October 20--24, 1997

Introduction to Microsoft Access 2.0 (10/21--23/97)
Mine Emergency Procedures (10/21--23/97)

NOVEMBER 1997

November 3--7, 1997

Introduction to Microsoft PowerPoint (11/4--6/97)

November 17--21, 1997

Instructor Training Workshop (11/18--20/97)
Intermediate Microsoft Access 2.0 (11/18--20/97)
Qualification for Impoundment Inspection (11/19/97)
Roof Control Seminar for Inspectors (11/18--20/97)

DECEMBER 1997

December 1--5, 1997

Haulage, Transportation, and Machinery Hazards
(12/2--4/97)

December 15--19, 1997

Annual Retraining for Impoundment Qualification
(12/17/97)
Ground Control Hazards (12/16--18/97)

JANUARY 1998

January 5--9, 1998

- Electrical Hazards (1/6--8/98)
- Instructor Training Workshop (1/6--8/98)
- Introduction to Windows 3.1 (1/6/98)
- Introduction to WordPerfect 6.1 for Windows (1/7--8/98)
- Mine Emergency Procedures (1/6--8/98)

January 12--16, 1998

- Health Hazards (1/13--15/98)

January 19--23, 1998

- Mine Blasting Safety and Application Seminar
(1/21--23/98)

January 26--30, 1998

- Haulage, Transportation, and Machinery Hazards
(1/27--29/98)
- Inspector's Portable Application for Laptops (IPAL)
(1/27--30/98)
- Introduction to Excel 5.0 (1/27--29/98)

FEBRUARY 1998

February 2--6, 1998

- Bleeder and Gob Ventilation Systems (2/3--5/98)
- Citations and Orders (2/2--5/98)
- Employee Involvement and Quality Improvement Through
Partnership (2/3--12/98)
- Inspector's Portable Application for Laptops (IPAL)
(2/3--6/98)
- Introduction to Windows 3.1 (2/3/98)
- Introduction to WordPerfect 6.1 for Windows (2/4--5/98)
- Roof Control Seminar for Inspectors (2/3--5/98)

February 9--13, 1998

- Citations and Orders (2/9--12/98)

February 23--27, 1998

Basic Special Investigation (2/24--3/12/98)
Electrical Hazards (2/24--26/98)
Inspector's Portable Application for Laptops (IPAL)
(2/24--27/98)
Introduction to Microsoft Access 2.0 (2/24--26/98)
Qualification for Impoundment Inspection (2/25/98)

MARCH 1998**March 2--6, 1998**

Advanced Microsoft Access 2.0 (3/3--5/98)
Citations and Orders (3/2--5/98)
Haulage, Transportation, and Machinery Hazards (3/3--5/98)
Inspector's Portable Application for Laptops (IPAL)
(3/3--6/98)
Mine Accident Investigation and Reporting (3/3--12/98)

March 9--13, 1998

Advanced WordPerfect 6.1 for Windows (3/10--12/98)
Citations and Orders (3/9--12/98)
Introduction to Mining (3/10--12/98)
Respirable Dust and Silica Sampling and Control
(3/10--12/98)

March 16--20, 1998

Annual Retraining for Impoundment Qualification
(3/18/98)
Coal Mine Noise Sampling Qualification (3/17/98)
Inspector's Portable Application for Laptops (IPAL)
(3/17--20/98)
Instructor Training Workshop (3/17--19/98)
Respirable Coal Mine Dust Sampler Calibration/
Maintenance Certification (3/18/98)
Respirable Coal Mine Dust Sampling Certification
(3/18/98)

March 23--27, 1998

Citations and Orders (3/23--26/98)
Inspector's Portable Application for Laptops (IPAL)
(3/24--27/98)
Introduction to Microsoft PowerPoint (3/24--26/98)

March 30--April 3, 1998

Citations and Orders (3/30--4/2/98)
Health Hazards (3/31--4/2/98)
Introduction to Excel 5.0 (3/31--4/2/98)

APRIL 1998**April 6--10, 1998**

Accident Prevention Techniques (4/7--9/98)
Electrical Hazards (4/7--9/98)
Introduction to Windows 3.1 (4/7/98)
Introduction to WordPerfect 6.1 for Windows (4/8--9/98)
Qualification for Impoundment Inspection (4/8/98)

April 13--17, 1998

Advanced Excel 5.0 (4/14--16/98)
Fire Safety for Inspectors (4/14--16/98)
Ground Control Hazards (4/14--16/98)
Health Hazards (4/14--16/98)
Mine Emergency Procedures (4/14--16/98)
Special Investigations -- Industry Overview (4/14--16/98)

MAY 1998**May 4--8, 1998**

Bleeder and Gob Ventilation Systems (5/5--7/98)
Inspector's Portable Application for Laptops (IPAL)
(5/5--8/98)
Intermediate Microsoft Access 2.0 (5/5--7/98)
Roof Control Seminar for Inspectors (5/5--7/98)

May 11--15, 1998

Advanced WordPerfect 6.1 for Windows (5/12--14/98)
Blasting (Surface) (5/12--14/98)
Citations and Orders (5/11--14/98)
Employee Involvement and Quality Improvement Through
Partnership (5/12--21/98)
Ground Control Hazards (5/12--14/98)
Inspector's Portable Application for Laptops (IPAL)
(5/12--15/98)
Mine Accident Investigation and Reporting (5/12--21/98)

May 18--22, 1998

Citations and Orders (5/18--21/98)
Haulage (Surface) (5/19--21/98)
Introduction to Microsoft Access 2.0 (5/19--21/98)
Thermal Dryers (5/19--21/98)

JUNE 1998**June 1--5, 1998**

Coal Mine Dust and Noise Control (6/2--4/98)
Inspector's Portable Application for Laptops (IPAL)
(6/2--5/98)
Introduction to Microsoft Access 2.0 (6/2--4/98)
Longwall Safety (6/2--4/98)

June 8--12, 1998

Citations and Orders (6/8--11/98)
Inspector's Portable Application for Laptops (IPAL)
(6/9--12/98)
Respirable Dust and Silica Sampling and Control
(6/9--11/98)

June 15--19, 1998

Advanced WordPerfect 6.1 for Windows (6/16--18/98)
Citations and Orders (6/15--18/98)
Coal Mine Noise Sampling Qualification (6/16/98)
Instructor Training Workshop (6/16--18/98)
Respirable Coal Mine Dust Sampler Calibration/
Maintenance Certification (6/17/98)
Respirable Coal Mine Dust Sampling Certification
(6/17/98)

June 22--26, 1998

Industrial Hygiene (6/23--25/98)
Roof Control Seminar for Inspectors (6/23--25/98)

JULY 1998**July 6--10, 1998**

Intermediate Microsoft Access 2.0 (7/7--9/98)
Mine Accident Investigation Techniques (7/7--9/98)

July 13--17, 1998

Mine Emergency Procedures (7/14--16/98)

July 20--24, 1998

Advanced Excel 5.0 (7/21--23/98)

Haulage (Surface) (7/21--23/98)

Mine Accident Investigation and Reporting (7/21--30/98)

July 27--31, 1998

Fire Safety for Inspectors (7/28--30/98)

AUGUST 1998

August 3--7, 1998

Bleeder and Gob Ventilation Systems (8/4--6/98)

Respirable Dust and Silica Sampling and Control
(8/4--13/98)

August 17--21, 1998

Advanced Microsoft Access 2.0 (8/18--20/98)

August 24--28, 1998

Accident Prevention Techniques (8/25--27/98)

SEPTEMBER 1998

September 14--18, 1998

Annual Retraining for Impoundment Qualification
(9/16/98)

Introduction to Excel 5.0 (9/15--17/98)

Mine Accident Investigation Techniques (9/15--17/98)

September 21--25, 1998

Advanced Microsoft Access 2.0 (9/22--24/98)

Instructor Training Workshop (9/22--24/98)

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The National Mine Health and Safety Academy is committed to bring you the very best courses, seminars and materials to meet your needs. To do this we need your help.

Please use the space below to let us know what you would like.

New courses or variations on existing courses:

Seminars: _____

Materials: _____

Area of interest: ***Circle those of interest.***

Coal -- Surface

Coal -- Underground

Metal/Nonmetal -- Surface

Metal/Nonmetal -- Underground

Both

Other (*specify*) _____

Name _____

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Please complete this form and return to:

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Beckley, West Virginia 25802--1166**

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course on the following dates: _____

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Departure Date: _____

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Organization: _____

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City: _____

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